

# **TRADEMARK CONTRACT PROOFREADING INSTRUCTIONS**

## **CONTACTS AND SPECIAL NOTE**

### **CONTACTS FOR GOVERNMENT EMPLOYEES:**

To deskew and delete images – e-mail Richard Pagliaroli

Database security transactions, e.g., filing date corrections – e-mail Richard Pagliaroli

Proofreading questions – e-mail DeWitt Howard

### **CONTACTS FOR CONTRACT EMPLOYEES:**

To deskew and delete images – e-mail Richard Pagliaroli

Database security transactions, e.g., filing date corrections – e-mail TMCORRECT

Pagliaroli Proofreading questions – e-mail DeWitt Howard

6105 / 6106 problems – e-mail DeWitt Howard

### **SPECIAL NOTE:**

The proofreading contractor will attach a query control form and return problem drawings and filing basis mismatches to the originating law office for correction.

## GENERAL RULES

### As stated in Examination Note 89/5:

The papers in the file wrapper are the primary source of correct information regarding Trademark applications and registrations.

### As stated in the Trademark Data Entry Manual:

- 1) Do not key diacritic or non-standard symbols in any text field;
- 2) Diacritic and non-standard symbols must be deleted from all text fields;
  - Delete and re-key an alpha character associated to a diacritic or non-standard symbol;
  - Delete a stand alone diacritic or non-standard symbol;
- 3) Compare the Trademark Publication Review Printout to the drawing page in the file wrapper to ensure that the drawing approved for publication in the file wrapper matches the drawing on the Trademark Publication Review printout;
- 4) Compare the data on the Trademark Publication Review printout to the application papers and amendments in file wrapper to ensure that spelling, punctuation, grammar, spacing and formatting are correct and that data is not omitted, misplaced or incorrect;
  - **Omitted Data** – Data that should have been entered in the electronic record but was not entered.
  - **Misplaced Data** – Data that has been entered in the wrong data field, e.g., a translation statement that has been entered in the description of the mark data field.
  - **Incorrect Data** – Data that has been entered in the electronic record but has been entered incorrectly, e.g., NOT FOR PROFIT CORPORATION has been entered as NON PROFIT CORPORATION.
- 3) Textual data requiring a PRINT/DO NOT PRINT annotation that has not been so annotated shall be returned to the examining attorney with a Trademark Query Control Form requesting a PRINT/DO NOT PRINT annotation.

Note: Attorneys performing proofreading shall annotate the required textual data with a PRINT/DO NOT PRINT annotation and add or delete the textual data via TRADEUPS as required.

### As stated in TMEP 814:

The examining attorney should bracket the material to be printed and write the term "PRINT" in the margins alongside the relevant matter. The type of information which should be marked for printing includes:

- 1) Disclaimer statements
- 2) Notations of acquired distinctiveness, i.e., "2(f)" or "2(f) in part as to . . .," as appropriate
- 3) Lining and/or stippling statements
- 4) Consent to register a name or portrait and statements that a name or portrait does not identify a living individual
- 5) Translations of non-English wording and transliterations of non-Latin characters in the mark

- 6) Ownership of related United States registrations
- 7) Description of mark statements
- 8) Use in another form

Similarly, examining attorneys should mark "DO NOT PRINT" in the margins next to any of the above-listed items if such material appears in the file papers but is not to be printed in the Official Gazette and on the registration certificate (e.g., claims of ownership of unrelated U.S. registrations, statements such as disclaimers that have been amended and are no longer valid, or unnecessary §2(f) statements).

Note: Attorneys performing proofreading shall annotate the required textual data with a PRINT/DO NOT PRINT annotation and add or delete the textual data via TRADEUPS as required.

### **Corrections to the electronic record**

- Database corrections, except security transactions, e.g., Filing Date and Filing Basis Flag corrections, are made via TRADEUPS.
- Amendments to filing basis flags are made via the 6105 and 6106 bar code transactions.
- Serial numbers of files rejected by 6105 and 6105 are e-mailed to DeWitt Howard citing the error message and listing the basis requiring correction.
- Security data element corrections are made by TMCORRECT.

### **GENERAL FORMATTING RULES**

- 1) The rules listed are not all-inclusive, but will provide guidance on the major problem areas, which concern PTO most.
- 2) Double space between a period and the next sentence.
- 3) In all instances except those exceptions noted below, change an ampersand (&) to read "and":
  - When it forms part of the mark in the Mark field;
  - When it forms any portion of the mark used in another field; for instance, when it forms part of the disclaimed portion of the mark;
  - When it appears as part of the applicant's name in the Owner Name field;
  - When it forms part of the firm or company name in the name in the Correspondence Address field;
  - When it forms part of the name of the domestic representative name in the Domestic Representative field;
- 4) Ampersands are automatically changed to “and” in the Goods and Services by TRADEUPS;
- 5) Colons are automatically changed to double dashes in the Goods and Services by TRADEUPS;
- 6) Do not key diacritic marks or non-standard symbols into any field;
- 7) Diacritic marks or non-standard symbols must be deleted from all text fields to facilitate printing of the OG and registration certificate;
- 8) Only upper case text allowed prior to application serial number 74/013501;

- 9) Upper and lower case text combination allowed beginning with application serial number 74/013501;
- 10) To conform to USPS guidelines, all data in the Correspondence Address field is converted to UPPER CASE by TRADEUPS;
- 11) Dates are entered via TRADEUPS numerically in the format of Month, Day, Year – MMDDYYYY;
- 12) Dates are displayed on the Trademark Publication Review printout in format of Month, Day, Year with a three character abbreviation used for the month, e.g., Apr, Oct

### **PROOFREADING THE SERIAL NUMBER**

Make sure the bar label on the file wrapper is scanned by the code reader when accessing the electronic record.

### **PROOFREADING THE FILING DATE**

- Compare the filing date on the Trademark Publication Review printout to the filing date label or filing date mailroom date stamp to ensure an exact match;
- Check the application papers to ensure that rule 1.10 has been adhered to;
- Filing date corrections are security transactions that must be e-mailed to TMCORRECT.

### **PROOFREADING THE IMAGE FOR SPECIAL FORM DRAWINGS**

#### **COMPARE THE IMAGE ON TRADEMARK PUBLICATION REVIEW PRINTOUT TO MARK ON THE DRAWING PAGE**

- 1) Compare the image mark on the drawing page to the image on the Trademark Publication Review printout to ensure that the most recent substitute drawing is displayed on the printout.
- 2) If the most recent substitute drawing is not on the Trademark Publication Review printout then scan the substitute drawing.

Note: It takes two workdays for the drawing to be processed by CIO. Hold the file for two days and check the Trademark Publication Review printout to ensure that the substitute drawing has been processed correctly by CIO. If the drawing has not been processed correctly, notify DeWitt Howard.

#### **CHECK FOR NON-STANDARD SYMBOLS**

- 1) Check the image for special form drawings on the Trademark Publication Review printout to ensure that symbols such as TM, SM, R in a circle do not appear as a part of the mark.
- 2) If the image on the Trademark Publication Review printout has a non-standard symbol, check the drawing page to determine if the non-standard symbol is shown on most recent drawing.
- 3) If not shown, scan the substitute drawing.
- 4) If shown, annotate the MARK ERROR WORKSHEET, and return the file to the originating law office for correction.

Note: Attorneys performing the proofreading task shall scan the substitute drawing as required.

#### **CHECK FOR SKEWING – TILTING OR SLANTING**

- 1) Compare the image on the drawing page to the image on the Trademark Publication Review printout for skewing (the image on the printout is tilted or slanted).
  - 1(b) cases should publish as the image is depicted on the drawing.
  - 1(a) cases should publish as the image is depicted on the specimen.
  - 44(e) cases should publish as the image is depicted on the foreign registration certificate.

- If an image needs to be deskewed (straightened out), e-mail Richard Pagliaroli the serial number with a note to deskew the image.

### **CHECK FOR NOISE – MARKINGS ON THE ELECTRONIC MARK THAT ARE NOT A PART OF THE DRAWING**

- 1) Compare the drawing page to the image on the Trademark Publication Review printout on the screen for noise.

Example of noise in left corner of the drawing

01/01/01



- 2) If the noise is a problem:
  - Determine if a new drawing is required and return the file to the examining attorney annotating such, or
  - Determine if the existing drawing needs to be rescanned and do so.

Note:

### **The image database must match the Mark Drawing Code:**

- Special form drawings that change to typed drawings must have the image deleted
- E-mail Richard Pagliaroli the serial number and a note to delete the image
- Type drawings that change to special form drawings must have the image scanned
- Attorneys performing proofreading should scan the substitute drawing when necessary

### **PROOFREADING THE WORD MARK**

- Drawings in all upper case, in the same font are usually classified as typed drawings.
- The image for typed drawings shown on the Trademark Publication Review printout does not print.
- The text for typed drawings is extracted for OG and registration certificate print purposes from the word mark field.

Compare the Word Mark on the Publication Review printout to ensure that following guidelines have been met:

### **DO'S**

- 1) Only alpha, numeric and the following keyboard symbols are allowed . ? " - ; ( % \$ @ + ! ' : / ) & # \* = , [ ]
- 2) Spacing should be clearly shown. If the Mark consists of run-on words, letters, or numbers they should all be close together without a break that would indicate a space;

- 3) If the Mark consists of two or more words, letters or numbers separated by space(s), the spaces(s) should be clearly shown;
- 4) Portions of marks appearing on separate lines in the drawing of record are keyed in succession on the same line rather than on separate lines;
- 5) Major parts of the Mark should be entered before minor parts;
- 6) Minor parts are entered from TOP to BOTTOM and from LEFT to RIGHT;
- 7) Enter ALL Geographical terms such as CITY, STATE, and COUNTRY;
- 8) Words, letters, numbers and symbols forming a phrase should be entered as a phrase;
- 9) Spaces entered within a word are entered as presented by applicant on the drawing page for MDC 1, 3, and 5 (i.e. "E T R O" or "O N B O A R D" would be entered with the spaces intact.);
- 10) In addition to letters and numbers the following characters are acceptable and may be included in typed drawings:

### **DON'TS**

- 1) Enter words that are informational such as "NET WEIGHT", "MADE IN THE USA", or "TM";
- 2) Enter literals for Mark Drawing Codes, such as: MISCELLANEOUS DESIGN, AND DESIGN, STYLIZED;
- 3) Enter a word, letter or number that is repeated twice, unless it appears a second time as part of a phrase;
- 4) Enter Diacritic or non-standard symbols;
- 5) Addresses which include street addresses.

### **Special Problems With Mark Data**

- 1) Symbols other than those listed cannot be reproduced for the OG and registration print purposes.
- 2) Type drawings containing non-standard symbols have to be reclassified as Special Form Drawings – Mark Drawing Code 3 or 5 and scanned for print purposes.

### **Examples of non-standard symbols in the word mark field:**

SEÑOR SOY

CAFÉ CONTINENTAL

2¢ PLAIN

JONES JUICE 360 °

### **Instructions For Correcting Non-standard Symbols:**

- 1) Delete and re-key the alpha character in the word mark field or;
- 2) Delete the non-standard symbol from the word mark field;
- 3) Change the Mark Drawing Code to 3 or 5 as required;
- 4) Enter Design Search Codes as required for Mark Drawing Code 3;
- 5) Scan the drawing.

## PROOFREADING THE MARK DRAWING CODE

Compare the Mark Drawing Code on Trademark Publication Review printout to the drawing in file and the drawing on the Trademark Publication Review printout to ensure a match.

### **The image database must match the Mark Drawing Code:**

- Drawings in all upper case, in the same font are classified as typed drawings.
- Special form drawings that change to typed drawings must have the image deleted.
- E-mail Richard Pagliaroli the serial number and a note to delete the image.
- Type drawings that change to special form drawings must have the image scanned.
- Attorneys performing proofreading should scan the drawing when necessary

Note: As stated in TMEP 807.09 -- Circumstances in which Typed Drawing May Not Be Used

The Government Printing Office requires that typed drawings be limited to matter that can readily be set up in plain block type. In addition to letters and numerals, the following common punctuation marks and symbols are the **ONLY** symbols that are acceptable in a typed drawing:

. ? " - ; ( % \$ @ + ! ' : / ) & # \* = , [ ]

- Symbols other than those listed cannot be reproduced for OG and registration print purposes.
- Type drawings containing non-standard symbols have to be reclassified as Special Form Drawings – Mark Drawing Code 3 or 5 and scanned for print purposes.

### **Examples of non-standard symbols in the word mark field:**

SEÑOR SOY

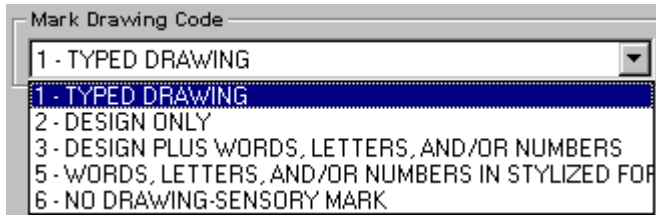
CAFÉ CONTINENTAL

2¢ PLAIN

JONES JUICE 360 °

### **Instructions for correcting non-standard symbols:**

- 1) Delete and re-key the alpha character in the word mark field or;
- 2) Delete the non-standard symbol from the word mark field;
- 3) Change the Mark Drawing Code to 3 or 5 as required;
- 4) Enter Design Search Codes as required for Mark Drawing Code 3;
- 5) Scan the drawing.



### PROOFREADING THE FILING BASIS

- 1) Compare the filing basis on the Trademark Publication Review printout to the original filing basis and later amendments to the filing basis in the file wrapper to ensure that the filing basis has been correctly recorded and amended as necessary in electronic record.
- 2) The original filing basis and the current filing basis will display on the Trademark Publication Review printout.

#### **Example:**

#### **Filing Basis Flags With No Amendments**

##### **Original Filing Basis**

1B

##### **Current Filing Basis**

1B

##### **Amended Filing Basis**

NONE

- 3) A basis correctly added by amendment during examination via the 6105 bar code transaction will display under Amended Filing Basis on the Trademark Publication Review printout.
- 4) A basis correctly dropped by the 6106 bar code transaction will display only under Original Filing Basis.
- 5) A dropped basis does not display under Amended Filing Basis

#### **Example:**

#### **Filing Basis Flags With An Amendment Dropping 1(a) And Adding 1(b)**

##### **Original Filing Basis**

1A

##### **Current Filing Basis**

1B

##### **Amended Filing Basis**

1B

- 6) A filing basis correctly added by the 6105 bar code transaction will display under Current Filing Basis and Amended Filing Basis.
- 7) A filing basis correctly dropped by the 6106 bar code transaction will display the original basis with no further display of the dropped basis.
- 8) Make sure that amendments to the filing basis have been properly recorded via the 6105 and 6106 bar code transactions by checking PCTRAM to ensure that a prosecution history entry has been recorded.

### PCTRAM Prosecution History With 1(a) Deleted And 1(b) Added

01/14/98	1.AD	I	SEC. 1(A) CLAIM DELETED
01/14/98	1.BA	I	Sec. 1(B) CLAIM ADDED
01/14/98	CRFA	I	COMMUNICATION RECEIVED FROM APPLICANT

9) To record amendments to the filing basis in the file wrapper that have not been recorded electronically:

- Use the 6105 bar code transaction to add a filing basis by amendment
- Use the 6106 bar code transaction to drop a filing basis by amendment

Notes:

- The Current Filing Basis has to be displayed on the Trademark Publication Review printout before 6106 will allow dropping the filing basis.
- If the Current Filing Basis flag is not displayed on the Trademark Publication Review printout, for the basis to be dropped, notify DeWitt Howard.

10) If the amended flags are correct and a prosecution history entry has not been recorded, hold the file and notify DeWitt Howard.

### Special Filing Basis Proofreading Problems:

#### **AAU Problems**

- Acceptable AAU's not accepted by the examining attorney.
  - Do not perform 6105 to amend the basis to 1(a) to record the acceptance of an AAU.
  - 6105 will reject an attempt to amend from 1(b) to 1(a) if an AAU has been received for the file
  - If 1(a) is displayed under Original Filing Basis, 1 (b) is displayed under Current Filing Basis, and 1(b) is not displayed under under Amended filing basis, check the prosecution history on PCTRAM to make sure that the examining attorney has accepted an acceptable AAU.

**Original Filing Basis**

1A

**Current Filing Basis**

1B

**Amended Filing Basis**

NONE

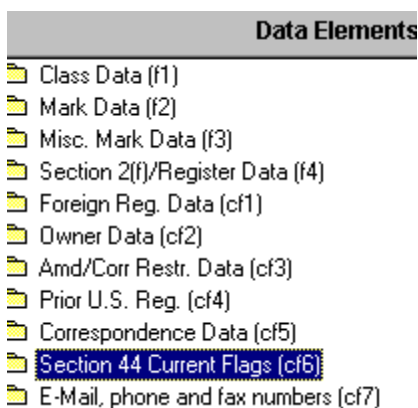
- If the AAU has been accepted the Prosecution History will display -- **USE AMENDMENT ACCETED**

DATE	ENT CD	ENT TYPE	DESCRIPTION
03/28/98	IUAA	P	USE AMENDMENT ACCEPTED
01/14/98	AUPC	I	AMENDMENT TO USE PROCESSING COMPLETE
01/14/98	IUAF	P	USE AMENDMENT FILED

- If the examining attorney has not accepted an acceptable AAU, attach a query control form, charge the file to the originating law office, and annotate on the file that the AAU has not been accepted.

### *Section 44 Perfected Problems*

- To record the perfection of the Section 44 basis go to TRADEUPS and click on Section 44 Current Flags, click off of the 44(d) Priority Claimed Application Currently flag, and click on the 44(e) Application Currently flag.



Example of correctly recording a perfected 44 basis.

**Original Filing Basis**  
44D

**Current Filing Basis**  
44E

**Amended Filing Basis**  
NONE

Note: 44(d) Priority Claims are electronically recorded in the electronic Foreign Record.

### ***Confusion regarding Bona Fide Intent to Use statements***

- 1) Bona fide intent to use phrases relative to Section 44 claims only are sometimes cited as a 1(b) filing basis;
- 2) Check to make sure the office action advising the applicants of their options under a dual basis are legitimate;
- 3) Check the filing basis flags on the Trademark Publication Review printout to ensure that an incorrect filing basis has not been erroneously added to the electronic record;
- 4) Notify DeWitt Howard if correction of an incorrectly amended filing basis is required.

### **FILING BASIS / GOODS AND SERVICES RULES**

- Multiple filing bases cited against goods in the same class have to have the basis associated to the relative goods;
  - For example:
  - (Based on Intent to Use) shirts, (Based on Use in Commerce) dresses, (Based on 44(e)) blouses
- Multiple filing bases cited against goods in a multiple class application have to have the basis associated to the relative class;
  - For example:
  - (Based on Use in Commerce) shirts, In Class 25
  - (Based on 44(e)) vehicles for transport over land, In Class 12
- Multiple foreign registrations cited against goods in the same class have to have the foreign registration number associated to the relative goods;
  - For Example:
  - (Based on Canadian Registration TMA123456) shirts, (Based on Canadian Registration TMA98765) blouses
- Multiple foreign registrations cited against goods in a multiple class application have to have the foreign registration number associated to the relative class;
  - For example:
  - (Based on Canadian Registration TMS123456) shirts, In Class 25
  - (Based on Canadian Registration TMR456789) barbecue sauce, In Class 30

### **PROOFREADING APPLICATION STATUS**

- The status must be Publication and Issue Review Complete or Registration Review Complete.
- Files not in these Statuses should be returned to the originating law office.

### **PROOFREADING MARK TYPE**

- Mark Type is automatically set by TRADEUPS based on the International Class.

### **PROOFREADING THE REGISTER**

- Compare the Register on the Trademark Publication Review printout to the Register in the file wrapper to ensure a match.
- Check to ensure that Amended Register information has not been omitted.

### **PROOFREADING OWNER DATA**

#### **Note:**

Do not key diacritic or non-standard symbols in any text field.  
Diacritic and non-standard symbols must be deleted.

### **UNDERSTANDING OWNER RECORDS**

- 1) Each owner must have an electronic owner record.
- 2) Each owner in a joint owner application **MUST** have a separate electronic owner record.
- 3) Each owner record has an entry number.
- 4) Each owner record has a Party Type.
- 5) Party Type 10, 20 and 30 are automatically assigned by TRAM.
- 6) Party Type 10 = Original Owner
- 7) Party Type 20 = Owner at Publication
- 8) Party Type 30 = Owner at Registration

### **ENTERING ASSIGNMENTS**

- If an assignment has been recorded by the Assignment Branch the, ASSIGNMENT RECORDED flag displays YES on the Trademark Publication Review printout as shown below.

ASSIGNMENT RECORDED: YES

- When the ASSIGNMENT RECORDED flag is YES, check the owner data on the Trademark Publication Review printout to see if an assignment has been entered in TRAM
- Check the Trademark Assignment Query if the assignment has not been entered;
- Check the file to determine if the examining attorney has annotated that the assignment should not be entered.



- If the assignment has been omitted, enter it if it meets the legal requirement for entry.
- A new owner can only be added by assignment.
- Each assignment requires an assignment brief
- Acceptable assignment briefs are listed in TRADEUPS
- TRADEUPS automatically assigns the next Party Type in a series of Party Types
- TRADEUPS automatically assigns an entry number

For Example:

- TRADEUPS automatically creates Party Type 11, Entry 01 – First New Owner Before Publication when adding the first new owner before publication
- All new electronic owner records before publication are in Party Type range between 11 and 19
- TRADEUPS automatically creates Party Type 21, Entry 01 – First New Owner After Publication when adding the first new owner after publication.
- All new electronic owner records after publication but before registration are in Party Type range between 21 and 29.
- TRADEUPS forces the entry of an Assignment Brief whenever a new Party Type is created.

#### Example of Owner Data Display

PARTY TYPE 10 - ENTRY NUMBER 001 - COMPOSED FLAG FALSE  
PARTY TYPE 11 - ENTRY NUMBER 001 - COMPOSED FLAG TRUE

ASSIGNMENT RECORDED: YES

Sunguard Services, Inc.  
DELAWARE  
LIMITED PARTNERSHIP  
1285 Drummer Lane  
Wayne, PENNSYLVANIA 19087

BY ASSIGNMENT

Macfadden Trade Publishing, L.L.C.  
DELAWARE  
LIMITED LIABILITY COMPANY  
New York, NEW YORK 10001

#### COMPOSED FLAG

Do not proof read the composed flag.

#### OWNER NAME FORMATTING RULES

- Names of individuals (whose entity type is "individual") are changed to last name first followed by a comma and the first name and middle initial or middle name if provided;
  - For example:

- DeWitt T. Howard is entered Howard, DeWitt T
- No titles, honorifics or gender words allowed as part of the individual's name, except Mrs. when a woman uses her husband's surname;
  - For example:
  - Howard, Mrs. DeWitt T.
- Jr. and the like are entered after the given names or initials;
  - For example:
  - Howard, DeWitt T. III
- Proper names must not be hyphenated to carry over to the next line;
- A separate owner record must be created for each owner in a Joint Owner application;
- Partnerships that list the names of the partners, as the owners must have The entered at the beginning of the name line and Partnership entered at the end of the name line.
  - For Example:
  - John Doe and Jane Doe, a Virginia Partnership is entered in the owner name field as
  - The John Doe and Jane Doe Partnership

### **CITIZENSHIP**

- The citizenship in the electronic record should be an exact match to the citizenship in the file wrapper.
- States and countries are selected from the citizenship table
- No free form entry allowed

### **ENTITY**

- The entity in the electronic record should be an exact match to the entity in the file wrapper
- Select the entity from the entity table unless the entity is not listed in the entity table
- If the entity is not listed select OTHER and key the entity in the Entity Statement
- When OTHER is selected, full spellings and abbreviations are keyed as designated in the file wrapper

### **OWNER ADDRESS FORMATTING RULES**

- Address data is keyed in the same case format as given on application or amendment papers;
- Abbreviations and full spellings of terms are keyed as given on the application or amendment papers;
- Punctuation is keyed as given on the application or amendment papers, unless there is an address line in excess of 40 characters;
  - If a comma or other form of punctuation is used to separate segments within a line, the comma or punctuation must be dropped from the end of Address Line 1 or Address Line 2;

- Addresses are keyed in the same sequence as given on the application or amendment papers;
- Addresses in excess of 40 characters are broken into line segments to the best of your ability using punctuation or logical breaking points as a guideline;
- Address information out of sequence i.e., city, state, or country information must be taken to DeWitt Howard for review.

#### **OWNER CITY FORMATTING RULES**

- Normally designates only the city for U.S. applicants;
- Counties are disregarded unless the county designation is substituted for the city and appears alone, as in Arlington, Virginia;
- Also may include a province, state or other regional geographical area for foreign applicants;
- Numbers appearing before and after the city in foreign owner addresses are entered in this field;
- Comma between last element entered in City field and State/Country is system generated and is not keyed;
- If city exceeds 40 characters take file to DeWitt Howard for instructions.

#### **OWNER ZIP CODE FORMATTING RULES**

- Maximum 9 characters;
- Not hyphenated except for foreign entries;
- Alphanumeric entries acceptable for foreign applicants;
- Only numeric entries acceptable for U.S. applicants;
- Either 5 or 9 digit entries acceptable for U.S. applicants.

#### **STATE / COUNTRY**

- Check to ensure that the state or country in the file wrapper matches the state or country in the file wrapper.
- Look out for state / countries such as Georgia, South Georgia and the state of Georgia to make sure the correct literal has been entered.

#### **SPECIAL OWNER FORMATTING REQUIREMENTS**

##### **RULES FOR TRUSTS, ESTATES, AND CONSERVATORSHIPS**

- 1) Only one owner dataset is required;
- 2) Enter the Name, Citizenship and Entity of the first ten trustees, conservators or executors/executrices in one name field, followed by the word as, preceded by a comma;
- 3) If there are more than ten trustees, conservators or executors/executrices, enter the words, and others, followed by a comma after the first ten names, then enter the word, as, preceded by a comma;

- 4) The name of the trust, conservatorship or estate is entered next in the name field;
- 5) The entity is OTHER;
- 6) Key TRUST, CONSERVATORSHIP or ESTATE on the entity statement;
- 7) The citizenship is that of the trust, conservatorship or estate.
- 8) The owner address is that of the trust, estate or conservatorship

EXAMPLES:

The trustees of the XYZ Trust, a California Trust, the trustees comprising John Doe and Jane Doe both U.S. citizens, and The ABC Corporation, a Delaware corporation.

NAME 01	John Doe and Jane Doe, both U.S. citizens and The ABC Corporation, a Delaware corporation, as trustees of the XYZ Trust
ENTITY	OTHER
ENTITY STATEMENT	TRUST
CITIZENSHIP	CALIFORNIA

The conservators of Mary Jones, a New York conservatorship comprising, James Abel, a U.S. citizen and Paul Chandler a French citizen

NAME 01	James Abel, a U.S. citizen and Paul Chandler a French citizen as conservators of the Mary Jones conservatorship
ENTITY	OTHER
ENTITY STATEMENT	CONSERVATORSHIP
CITIZENSHIP	NEW YORK

The executors of the John Smith estate, a New York Estate, comprising Alice Brown, Sly Douglas, Tina Harris, Shelton Evans, all United States citizens.

NAME 01	Alice Brown, Sly Douglas, Tina Harris and Shelton Evans, and United States citizens as executrices and executors of the John Smith Estate
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ENTITY	OTHER
ENTITY STATEMENT	ESTATE
CITIZENSHIP	NEW YORK

RULES FOR SOLEPROPRIETORSHIPS AND SOLE PROPRIETORS

When an applicant properly identifies itself as a sole proprietorship by including the state in which the sole proprietorship is organized, you should select OTHER and key the entity on the entity statement

EXAMPLES:

Joe Smith, a Virginia sole proprietorship, composed of Joe Smith, a U.S. citizen, doing business as JS Company

NAME 01	Joe Smith
ENTITY	OTHER
ENTITY STATEMENT	SOLE PROPRIETORSHIP
CITIZENSHIP	VA
COMPOSED OF	composed of Joe Smith, a United States citizen
DBA/AKA	DBA JS Company

JS Company, a Virginia sole proprietorship, composed of Joe Smith, a U.S. citizen

NAME 01	JS Company
ENTITY	OTHER
ENTITY STATEMENT	SOLE PROPRIETORSHIP
CITIZENSHIP	VA
COMPOSED OF	composed of Joe Smith, a United States citizen

If the applicant does not give the state in which the business is organized and merely states that he is a sole proprietor the entity code is 01.

#### EXAMPLES:

Joe Smith, a sole proprietor, a U.S. citizen

NAME 01	Smith, Joe
ENTITY	INDIVIDUAL
CITIZENSHIP	UNITED STATES

Joe Smith, a sole proprietor, a U.S. citizen, doing business as JS Company

NAME 01	Smith, Joe
ENTITY	INDIVIDUAL
CITIZENSHIP	UNITED STATES
DBA/AKA	DBA JS Company

### PROOFREADING GOODS AND SERVICES

#### CLASS STATUS

- Class status should always be active for goods approved for proofreading.
- Inactive classes are edited and prevented from proceeding to proofreading by the approval transactions.

## **GOODS AND SERVICES FORMATTING RULES**

- 1) Do not key diacritic or non-standard symbols in any text field;
- 2) Diacritic and non-standard symbols must be deleted;
- 3) The word FOR is system generated at the beginning of the Goods and Services in the OG and registration certificate;
- 4) Prepositions are deleted from the beginning of the of the Goods and Services;
- 5) The words "a", "and", "an", "the", "for" and "et al" are deleted from the beginning of the goods and services;
- 6) Ampersands are automatically changed to 'and' by TRADEUPS;
- 7) Colons are automatically changed to double dashes by TRADEUPS;
- 8) No periods allowed;
- 9) Lists beginning with the infinitive form e.g., to indicate, are changed to the present participle form (e.g., "indicating");
- 10) Fractions and measurements are spelled out (i.e. ½ x ¼ should be entered as one- half by one-fourth);
- 11) Acronyms require all upper case format;
- 12) Proper Nouns are capitalized.

## **PROOFREADING OTHER DATA**

- Check to ensure that all Other Data elements have annotated with a PRINT/DO NOT PRINT annotation.
- Check to ensure that all Other Data elements annotated with a PRINT annotation have been entered.
- Check to make sure that all Other Data elements annotated with a DO NOT PRINT annotation have not been entered.

## **ELEMENTS LISTED UNDER THE OTHER DATA HEADER:**

- Disclaimer/Predetermined Text
- Description of Mark
- Lining and Stippling Statement
- Translation of Words in the Mark
- Name/Portrait Description/Consent
- Section 2 (F) In Part
- Section 2 (F) Limitation Statement
- Section 2 (F)
- Order Rest. Scope/Claim of Registration
- Use In Another Form
- Certification Statement
- Concurrent Use Statement
- Interference Statement

## **TEXT STATEMENT FORMATTING RULES**

- 1) Words that are part of the mark are identified as such by being entered in UPPER CASE and enclosed in quotation marks.

- For example:
  - The name "THOMAS SHOE" identifies a living individual whose consent is of record.
- 2) Words that provide a translation or a transliteration are entered in lower case and enclosed in quotation marks.
  - For example:
    - The English translation of the word "PADRE" in the mark is "father".
    - The non-Latin characters in the mark transliterate to "shen mu pei" and this means, "great tree brand" in English.

### **PRIOR US REGISTRATIONS**

- Check to ensure that the Prior US Registrations annotated with a PRINT annotation have been entered and are spelled correctly.
- Check to ensure that the Prior US Registrations annotated with a DO NOT PRINT annotation have not been entered.

### **PROOFREADING FOREIGN DATA**

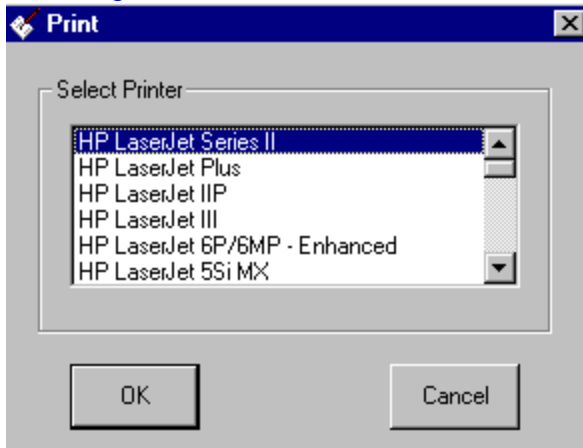
- Compare the foreign information on the Trademark Publication Review printout to the foreign information in the file wrapper to ensure that applicable numbers and dates are spelled correctly.
- Compare the country of origin on the Trademark Publication Review printout to the country of origin in the file wrapper to ensure an exact match.
  - **Look out for countries such as Georgia, South Georgia and the state of Georgia to make sure the correct literal has been entered.**
- Check the Foreign Priority Claim to ensure that the value on the Publication Review Printout matches the information in the file wrapper.
  - ✓ **Correspondence address data is not proofread.**
  - ✓ **Sign and date the inside leaf of the file wrapper when finished.**

## TRADEMARK PUBLICATION REVIEW PRINTOUT ACCESS INSTRUCTIONS

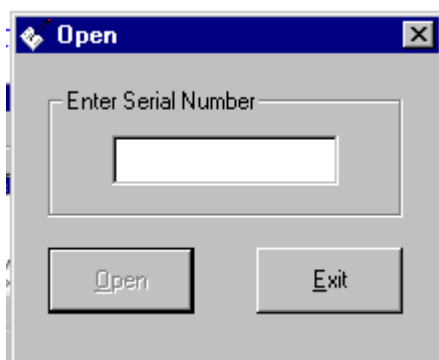
Double click on the Trademark Publication Review ICON



Select a printer and click OK



Click on File then Click on OPEN



Bar code or key in serial number



Click Open and the data will display.

	<p><b>Serial Number</b> 75802044</p> <p><b>Status</b> PUBLICATION/ISSUE REVIEW</p> <p><b>Word Mark</b> SCI</p> <p><b>Type of Mark</b> SERVICE MARK</p> <p><b>Register</b> PRINCIPAL</p> <p><b>Mark Drawing Code</b> (3) DESIGN PLUS WORDS, LE1</p> <p><b>Owner</b> CROWELL AUTOMATED DESIG</p> <p><b>Goods/Services</b> IC 035. US 100 101 102. G &amp; S First Use In Commerce: 1997/02.</p> <p><b>Goods/Services</b> IC 042. US 100 101. G &amp; S: Co First Use In Commerce: 1997/02.</p> <p><b>Description of Mark</b> THE LETTER C IN THE MARK I</p> <p><b>Filing Date</b> 1999/09/17</p> <p><b>Examining Attorney</b> JENKINS, CHARLES L.</p>
	<p><b>Proof</b></p> <p>File View</p> <p>Open</p> <p>Print</p> <p>Close</p>

Click on File then click on Print to print the data.

